

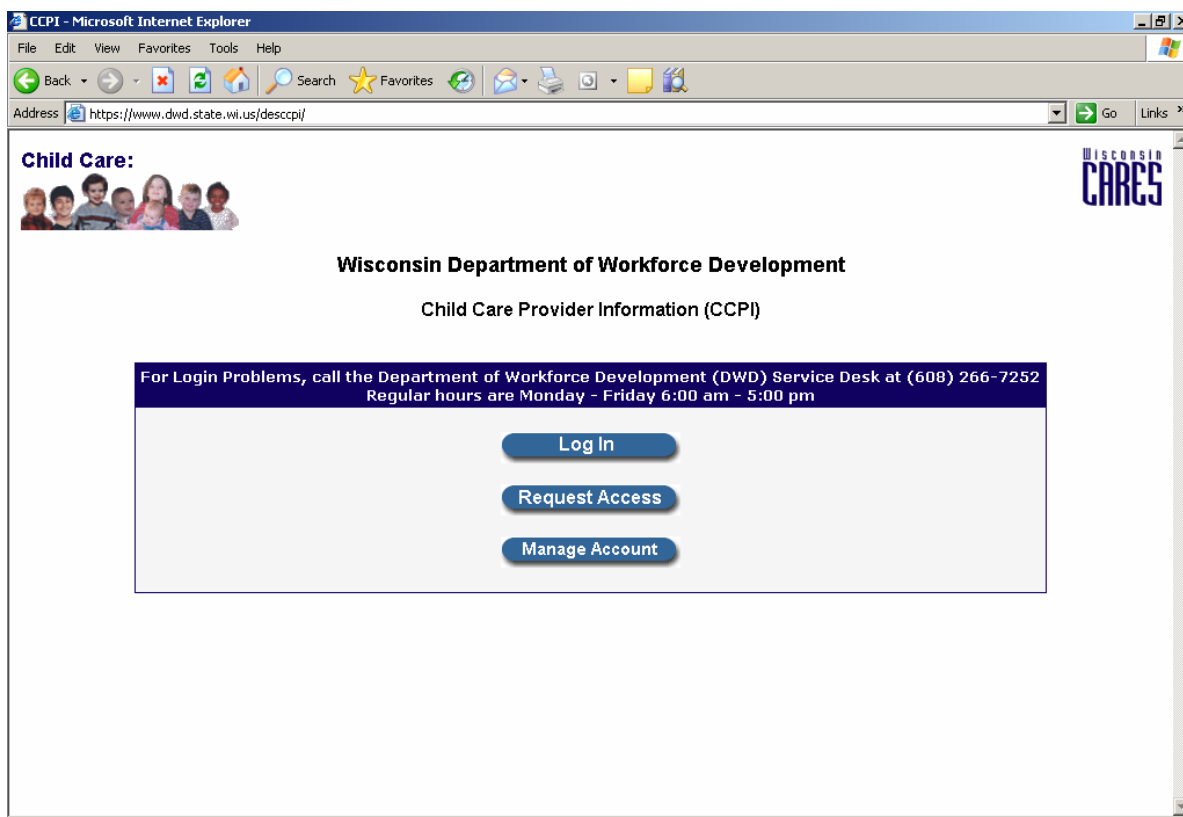
INSTRUCTIONS ON HOW TO GAIN ACCESS TO CCPI

This document will give you instructions on how to gain access to the Child Care Provider Information (CCPI) web system.

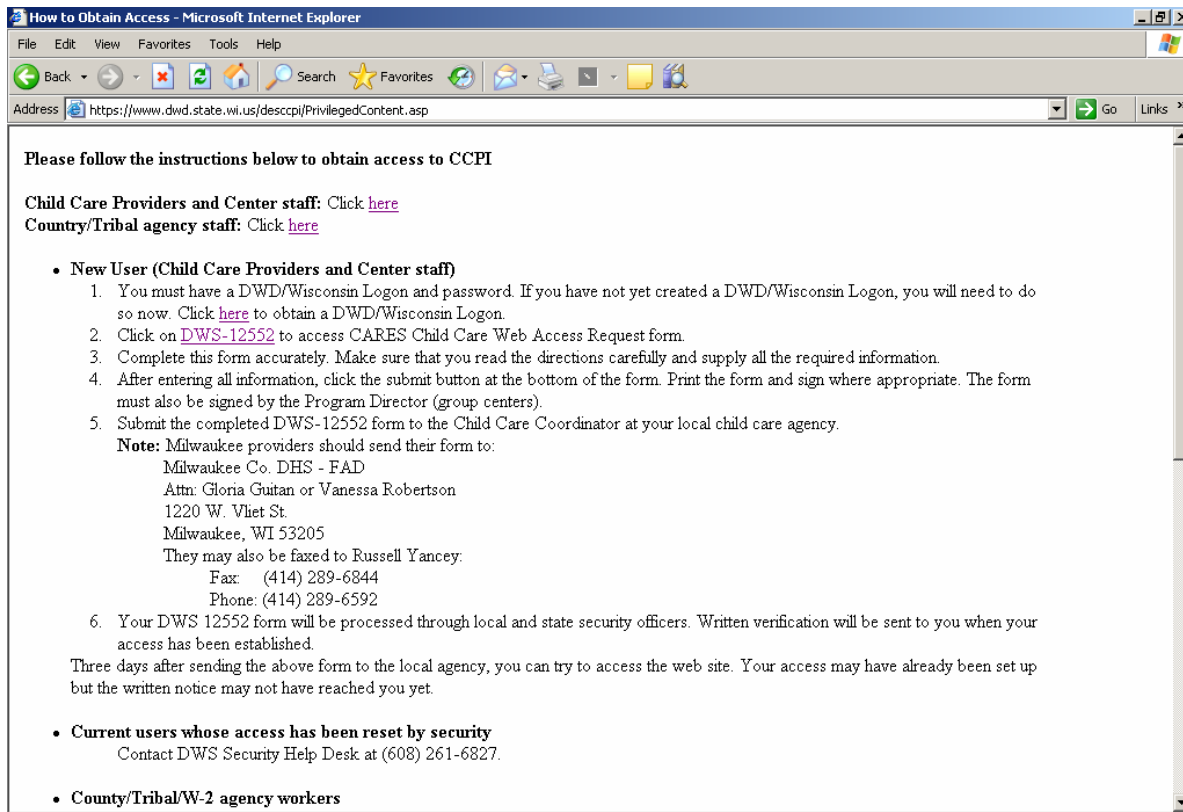
Make sure that you follow the instructions carefully to prevent errors.

Step by step instructions:

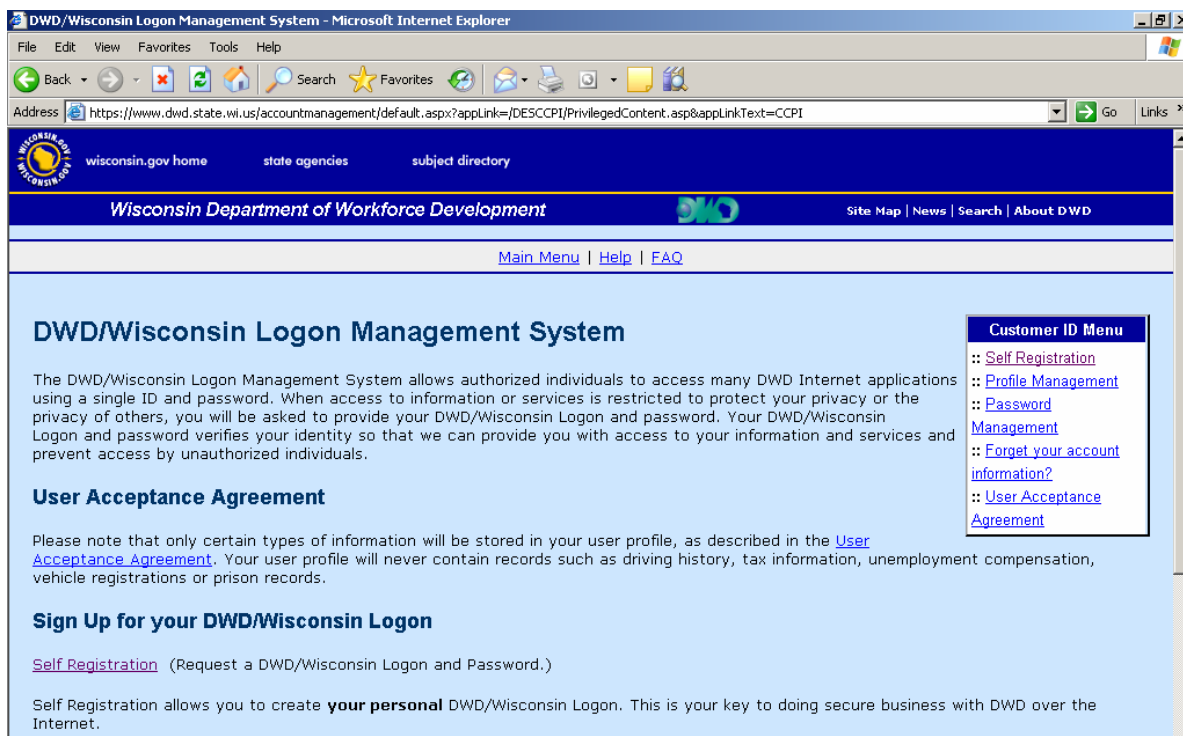
1. Log onto <https://www.dwd.state.wi.us/descapi/> by typing in an address on your internet browser. The following page will display:



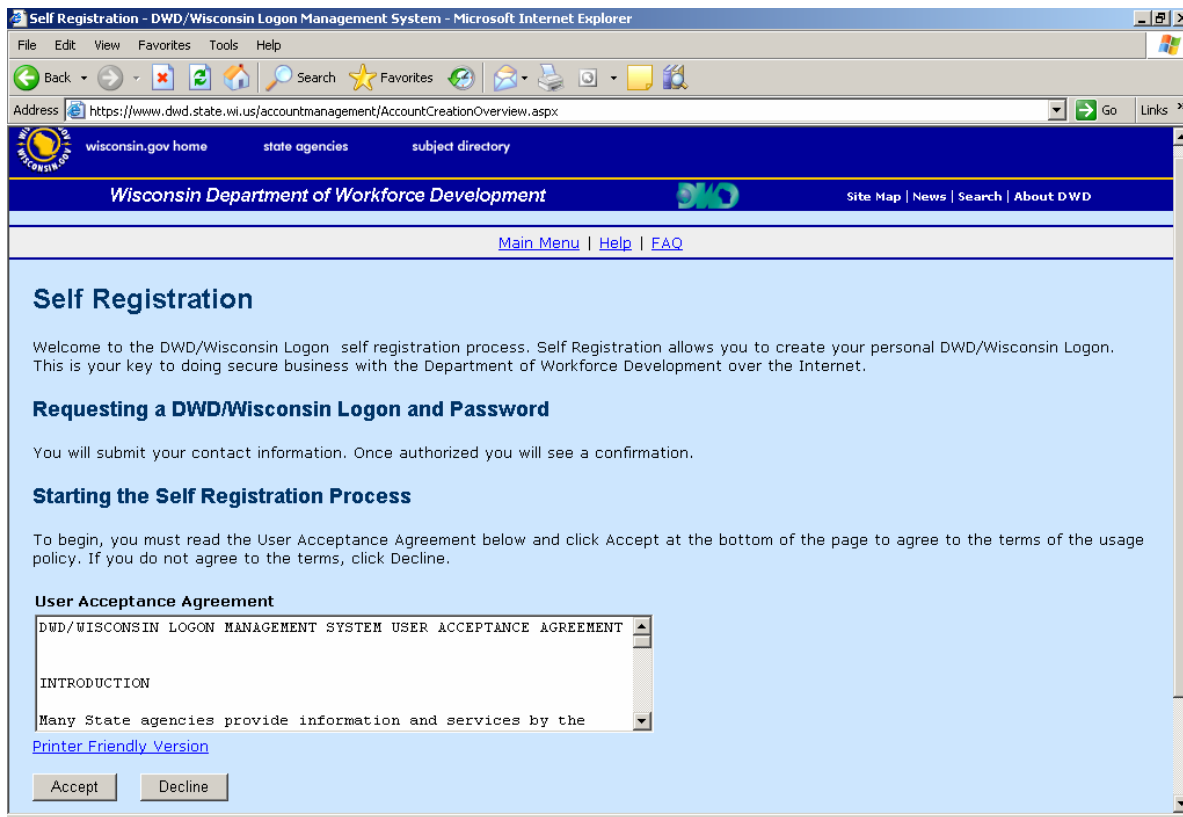
2. On this page, click 'Request Access'. The following page will display:




3. Click on “[here](#)” link on the page, which will take you to the DWD/Wisconsin Logon Management System Home page. Click on the “Self Registration” link under the heading ‘SIGN UP FOR YOUR DWD/WISCONSIN LOGON’ or under the ‘Customer ID Menu’ navigation box on the right.




4. The Self Registration page will display. Read all the information on the page, including the User Acceptance Agreement in the scroll down box. After you have read the Agreement and agree to the terms for using CCPI, click on ACCEPT to continue. NOTE: If you do not agree to the terms, click on DECLINE. In that case, you will not be able to use CCPI.



5. After accepting the user acceptance agreement, the Account Creation page will display. Fill in your personal information under Profile Information. Make sure you enter your email address accurately. You will be notified by email once your access has been approved. Under Account Information, create a Logon (user) ID that is easy for you to remember. Create a password and enter it twice. In the section titled Logon ID / Password Recovery, enter a secret question and answer. This may be used by help desk staff to identify you if you need a password reset, so select a question to which you will always remember the answer if asked. For example, the question might ask the name of your first dog. At the bottom left of the page you will see a number. Type it in the box to the bottom right of the page. When you have entered all information on the page, click on SUBMIT.


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Account Creation

* Indicates Required Field

Profile Information

First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*
Suffix	<input type="text"/>	
E-Mail address is strongly encouraged so we can contact you in case of problems or changes.		
E-Mail	<input type="text"/>	
Phone	ie. 6085551234 <input type="text"/> ext. <input type="text"/>	
Mailing Address		
Street Address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	
Zip Code	<input type="text"/> - <input type="text"/>	

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password *

Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DWD/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.


[Secret Question and Answer Tips](#)

Secret Question *

Secret Answer *

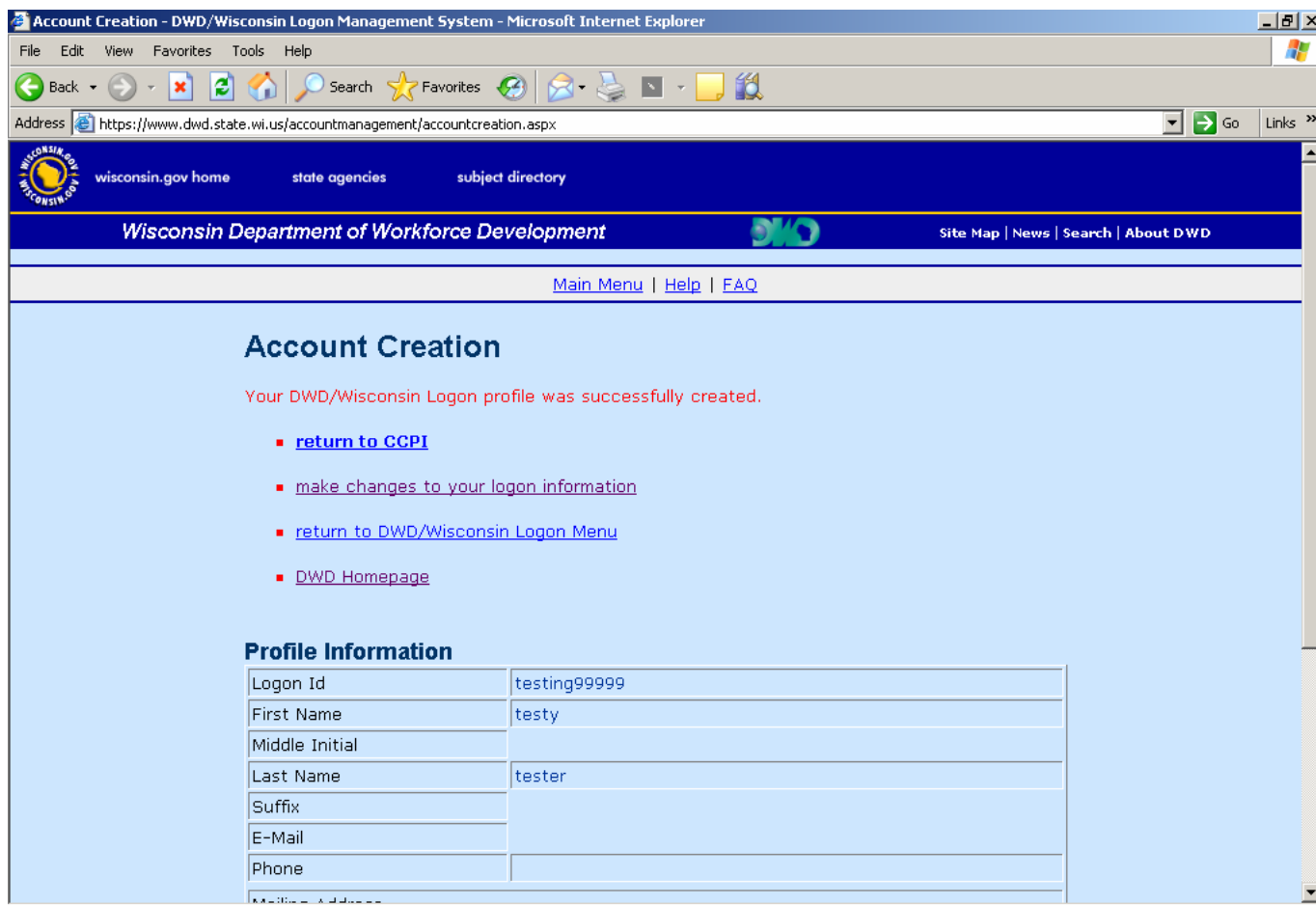
Verification

This step helps prevent automated registrations.
If you cannot see the number below [click here](#).

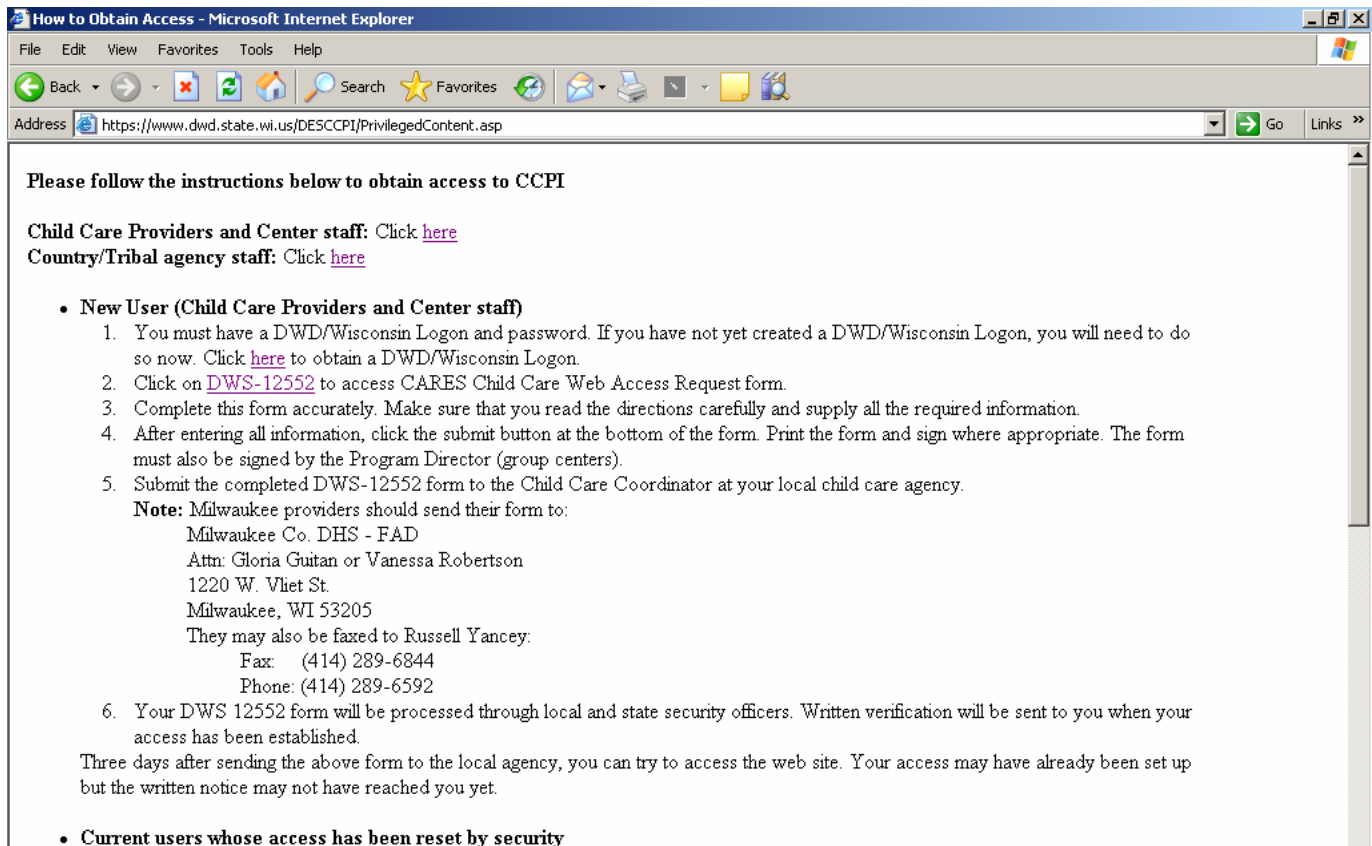

Please enter the number as it is shown in the box to the left.

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6. After submitting the Account Creation page, the Account Confirmation page will display. This tells you that you have been successful in creating an account.



7. Now click on the 'Return to CCPI'. The following page will display:



8. Now click on the DWS-12552 to access the CARES child care web access form.

9 Carefully complete the form, click on SUBMIT. Print the form, sign it and fax it to the child care coordinator in your county. List of child care coordinators by county can be found at: <http://dwd.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>. The child care coordinator will forward the form to the state for approval. Once your access has been approved, you will receive an email confirming the approval of the access. If you do not have an email or if you entered the email address incorrectly, you will receive a notice by regular mail.

10. Once your access has been approved, log onto <https://www.dwd.state.wi.us/descapi/> to access the system. **Mark this page under your Favorites or bookmarks.**

Help Desk contacts: If you have problems completing the screens or you need a password reset, call the DWD Service Desk at 608-266-7252 between the hours of 6:00 AM and 6:00 PM Monday through Friday. If you call outside that timeframe, your call will be answered, but you will not receive immediate assistance. A message will be referred to Service Desk staff, who will respond on the next business day.